

7 August 1967

MEMORANDUM FOR: Chief, Position Management and Compensation
Division, Office of Personnel

THROUGH : 1. Chief, Support Services Staff
2. Deputy Director for Support

SUBJECT : Transfer of Two Positions for Suitland Project

REFERENCE : Memorandum to the Deputy Director for Support
from Chief, Support Services Staff, dated
6 Jan. 1967 (DD/S 67-0089)


1. It is requested that a new organizational unit named the Suitland Unit and two new positions as follows be established on the CIA Archives and Records Center Table of Organization:

- a. Archives Assistant GS 1421.01 GS-9
- b. Archives Assistant GS 1421.01 GS-7

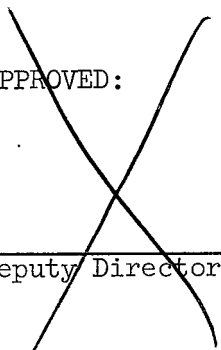
The GS-7 position should be a flexible position to accommodate the anticipated future incumbency of two employees when necessary.

2. Justification for the above action is contained in referent memorandum and approval obtained in subsequent discussions with the Deputy Director for Support as indicated below.

3. The two ceiling positions are to be transferred from the Office of the DDS to the Support Services Staff, Records Administration Branch. The average grade control is to be waived for this new activity at the Suitland Records Center.


Chief
Records Administration Branch

APPROVED:


Deputy Director for Support

Date

SECRET